



State of Utah
Department of Human Resource Management
EMPLOYMENT REFERENCE CHECK

Position: _____ Date: _____

Applicant's Name: _____ Division: _____

Reference Contacted: _____ Phone: _____

Company: _____ Position: _____

1. How would you describe his/her performance (i.e., quality and quantity)? _____

2. What were his/her greatest strengths? _____

3. Were there any areas they need to improve in? _____

4. What was his/her reason for leaving? _____

5. Was the employee dependable as far as attendance is concerned? () Yes () No Explain: _____

6. How well did the employee take instructions and direction? _____

7. Was the employee flexible in adapting to new assignments, or resistant to change? _____

8. How well did (s)he work with other people? _____

9. Are you aware of any incidents of threats, intimidation or violence involving this person? _____

10. Did (s)he work in customer service or perform public contact work for you? Did (s)he deal with irate customers? How effective was (s)he in these duties? _____

11. Did the employee write letters for you? Was (s)he able to compose letters from general directions? Was grammar acceptable? _____

12. Did his/her job require report writing? If so, were reports timely and accurate? Was writing clear and easily understood by others? _____

13. Would you rehire him/her? () Yes () No. Explain. _____

Comments: _____
